

26 March 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information Systems Analysis Staff

SUBJECT: ISAS Weekly Report (22-26 March 1976)

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Records Administration

On 23 March, [] held a meeting with the four RMOs to discuss her proposal for a classification abuse inspection program. They all agreed that something was needed to encourage restraint in the application of classification and thought the inspection program worthwhile. They requested that the subject be brought up at a morning meeting to see if the Deputy Directors agree with the concept and will support the program. If so, a Headquarters notice will be published and the inspectors briefed.

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[] of the Records Administration Branch attended two meetings on the proposed system of "scanning" the Time and Attendance cards. OJCS systems analysts working on the system invited [] Control Data Corporation, to brief the attendees on the new CDC 955 Optical Scanner being purchased for the Computer Center. [], Office of Finance, attended the second meeting and discussion was largely devoted to the processing of the cards in the present system versus the proposed processing under the new "scanning" system. [] will discuss some of the problems on the construction and type of card stock proposed for the new form with the R&D Branch of Control Data Corporation and will report back to us with his findings.

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Micrographics

[] hosted a meeting of Agency personnel from CRS, PQPD, NPIC and O/DDS&T on 24 March for the purpose of airing views on a wide range of subjects relating to the interagency compatibility of micrographics systems. DIA invited CIA representation at their second Annual Micrographics Conference to be held in Washington 20-22 April.

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Seven personnel from the above offices are planning to attend. [] will make a presentation at the conference on the application of micrographics within the Agency (utilizing an unclassified, soon to be completed audio visual presentation on this subject), and [] (CRS and Agency representative on the IHC/Micrographics Working Group) will address specific technical considerations in the preparation of microfiche which would facilitate the exchange of documents in this medium within the Intelligence Community.

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[] of MPB briefed several OD&E security officers and the RMO from OD&E on the COM feasibility study MPB is conducting in OS/Compartmented Information Branch (CIB).

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[] from CIB also attended the briefing. OD&E receives about five very large periodic computer reports from CIB. These reports are used at different locations in the Washington area and around the country.

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[] proposed that OD&E consider using COM-generated microfiche in place of the present paper listings. OD&E asked that we convert one of their reports as a test and

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[] agreed to this.

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Word Processing

[] accompanied Messrs. [] and [] to a demonstration of the DEC Datasystem 310W word processor in an effort to locate the best system for conversion of regulations to machine-updatable format. This word processor provides visual display text editing and data processing capabilities.

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Regulations Control

The Regulations Control Branch received eight new regulatory proposals:

- a. [] - Employee Conduct
- b. [] - Announcement of Appointment to Key OTR and OJCS
- c. [] - Announcement of Appointment to Key O/DCI
- d. [] - Announcement of Appointment to Key O/DCI
- e. [] - The Federal Women's Program Board
- f. [] - Pay Rates for Initial Hire of Certain Contract Employees

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ROOM NO.	BUILDING	
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FORM NO. 241
1 FEB 53

REPLACES FORM 36-8
WHICH MAY BE USED